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Extra

PPD MEMORANDUM NO. 22-51

2 July 1951

SUBJECT: Congressional Referrals

The following memorandum from the Personnel Director is published for the information and guidance of all concerned:

"1. Communications from Congressional sources pertaining to applicants for positions with the Agency will be referred immediately to Legislative Liaison (extension 734) Room 317 South Building. Legislative Liaison will contact a member of the Departmental Recruitment Section, Personnel Procurement Division, to arrange for interviews and employment considerations.

"2. If and when application papers are submitted to the Agency, the acknowledgment of the receipt of these documents will be accomplished by the Departmental Recruitment Section or as otherwise requested by Legislative Liaison.

"3. When an applicant file is prepared, the folder will be stamped "Congressional Case", which will serve to advise all concerned that the case requires expeditious handling at all points.

"4. A special cover sheet will be placed ON TOP of all papers in the file (except for notice of security disapproval) which will require that, at the same time an action of any kind is initiated on the case, a telephone call will be made to the Legislative Liaison office.

"5. You will insure that all concerned are instructed fully on the provisions of this memorandum."

[Redacted Signature]

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Executive
Personnel Procurement Division

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